

Surplus Property - Non-Rate Reimbursed Equipment UDOT 02-41

Effective: July 1, 1995

Revised: April 1, 1997

Purpose

To establish procedures for the handling of surplus assets which are classified as non-rate reimbursed equipment. This type of equipment includes office equipment, copying equipment, and other small equipment or tools not defined in other groups. The responsibility for processing and transferring these assets to State Surplus Properties is shared between the asset custodian and the Surplus Properties Coordinator.

Policy

The responsible manager within the Regions, Districts, or Complex will determine if equipment is excess or unusable. All equipment determined to be excess will be reported to the Surplus Properties Coordinator, in the Comptroller's Office. The Surplus Properties Coordinator will advertise (see **UDOT 02-47**) and make the final determination of all surplus items.

Procedures

Surplus Property - Non-rate Reimbursed Equipment UDOT 02-41.1

Responsibility: Responsible Manager

Actions

1. Determine if equipment is not usable or no longer needed.
2. Contact Region Support Services Manager or Division Coordinator and notify of the surplus assets.

Responsibility: Region Support Services Manager or Division Coordinator

3. Fill out Transfer of Material and Equipment Form (R-20), and forward to department Surplus Properties Coordinator.
4. Coordinate moving, storing, and delivery or pick-up with the department Surplus Properties Coordinator.

Responsibility: Department Surplus Properties Coordinator

5. Receive R-20 and review. If asset may have additional usage/life, advertise within the department (see **UDOT 02-47**) and attempt to transfer usable items to another division or region.
6. If the asset is not needed or unusable, complete Surplus Property Form (SP-1). On SP-1, include asset condition on so State Surplus Properties can determine if the item should be destroyed rather than incurring the cost of pick up. Distribute a copy to signer on R-20.
7. If temporary storage is required, send a copy to the Central Shops Manager. Send top three form copies to State Surplus Property, and file the fourth form copy.

Responsibility: Central Shops Manager/Region Warehouse Manager

8. Receive copy of SP-1 and arrange for temporary storage of equipment until State Surplus Property can pick up the equipment.

Responsibility: State Surplus Property

9. Receive SP-1, arrange for pick up of assets. If asset is “junk” and is to be destroyed, complete and forward a Surplus Property Disposal Authorization (SP-3) to the department.

Responsibility: Department Surplus Property Coordinator

10. Coordinate the pick-up or delivery of surplus assets with State Surplus Properties and the asset custodian.
11. If form SP-3 is received from State Surplus Properties, arrange for destruction of equipment. Have appropriate Region or Division complete and sign the SP-3 form and return it to State Surplus Properties.
12. Complete the procedures for fixed asset disposition outlined in **FIACCT18-03.00**.